

State of Nevada

Private Investigators Licensing Board



License Booklet

TABLE OF CONTENTS

| | Page # |
|--|---------------|
| Message from the Director | 1 |
| Insurance, Pro-Rated License Fee, Rights | 2-3 |
| Principal Place of Business, Home, Branch Office, License # | 3 |
| Abeyance, Corporation w/o Qualifying Agent, Changes in Information | 4 |
| License Renewal | 5 |
| Setting Up an Online Account | 5 |
| Use of Nevada State Seal Prohibited | 5 |
| Uniforms, Badges, Patches, Logos, Vehicles | 6 |
| Work Cards Unarmed and Armed | 7-10 |
| Peace Officer Status/Paying into PERS | 10 |
| Firearm Training Requirements, VEAS Forms | 11 |
| Initial Firearm Qualifications, Requalifications | 12 |
| Disciplinary Action | 13 |
| Registered Work Card Revocation | 14 |
| Improper USE of DMV Information | 14 |
| Child Support | 14 |
| Investigation of Complaints | 15 |
| Contact Information | 15 |

Message from the Director

Congratulations on receiving your license(s) with us. To aid in your success here in Nevada, we have created this license booklet to provide you the most important information as you begin to establish yourself in our state. Please understand that in addition to the laws and regulations covered in this booklet, you are responsible to follow all laws and regulations established in Chapter 648 of the Nevada Revised Statutes and the Nevada Administrative Code.

Mission Statement

The purpose of the Private Investigators Licensing Board is to license private investigators, private patrolmen, process servers, repossessioners, dog handlers, security consultants, polygraphic examiners and interns. Chapter 648 of Nevada Revised Statutes mandates the Board to regulate the standards of conduct for these professions in order to protect the public safety and general welfare of the people of this state. This agency is responsible for conducting background investigations on applicants, administering compliance audits of licensees, preparing disciplinary matters for Board review and investigating various complaints of misconduct of a licensee or unlicensed activity. This agency is proactive in promoting effective regulation and enforcement; provides training and education to our licensees as well as the general public; and is focused on eliminating unlicensed activity.

The courts have determined a professional license is a privilege, not a right. Violations of Nevada Revised Statutes, Chapter 648 may result in the denial of a renewal, fines, and the suspension or revocation of a license. A person who is knowledgeable in the law is less likely to violate the law. This booklet is provided to educate you on the laws regulating the practice of your profession(s).

I hope you will find it helpful.

Cordially,



Kevin L. Ingram
Executive Director



This *License Booklet* provides the following explanation of Nevada law to assist license holders in understanding the requirements and prohibitions of the Nevada Revised Statutes and Nevada Administrative Codes; however, this handout does not contain the complete law. Nevada's statutory guidelines and principles are primarily found in **Chapter 648** of the **Nevada Revised Statutes (NRS)** and the **Nevada Administrative Code (NAC)**.

LICENSE HOLDER REQUIREMENTS

After the Board approves a license, license holders must comply with all statutory and regulatory prerequisites for the license(s) within **90-days**:

Proof of Insurance (NRS 648.135)

As a license holder, you must provide a current *Certificate of General Liability Insurance* for all services provided under your license(s) in at least the statutory amount required of a \$200,000 minimum and indicate the Private Investigators Licensing Board as a *Certificate Holder*.

Additionally, as a new licensee, you are responsible for providing the Board with an updated Certificate of Insurance every time your insurance policy renews to ensure there has not been any lapses in coverage. *Proof of Insurance Certificates* may be submitted at your local office or through other regular communication.

Compliance with Prerequisites for License (NAC 648.320)

In addition to the proof of insurance, you must remit payment for the pro-rated licensing fee(s) prior to the license being issued.

Rights of Licensees (NRS 648.140)

Now that you are licensed, you, or any of your bona fide employees, may now engage in specific business as authorized under your license.

You may employ, in connection with your approved business license, as many registered employees as necessary. Each individual license holder or the *Qualifying Agent (QA)* must be present in Nevada to supervise, monitor and maintain each registered employee that is working in Nevada and his or her employee records. Employee records and industry conduct is a key aspect of maintaining licensure. As a license holder, you are responsible for the good conduct of your employees and staff members.

Investigation of Complaints

The Board may investigate the actions of any person holding or claiming to hold a license and/or registration. The Board has the power of subpoena in any proceeding before the Board pursuant to this chapter concerning the activity of an unlicensed person or unregistered employee or discipline of a licensee or registered employee.

All complaints received by our office must be investigated. Please do not take offense if you are contacted. Investigators are simply gathering all of the facts in an effort to resolve any issues that may arise. Once all of the facts are gathered we will make a final determination as to the validity of the complaint. Most situations can be handled within our office, however, on occasion; the outcome of the investigation may lead to you being noticed to appear before the Board.

Office Locations:



Southern Office
3110 S. Durango Drive, Suite 203
Las Vegas, NV 89117
☎ (702) 486-3003
📠 (702) 486-3009
Email: pilbinfo@pilb.nv.gov



Northern Office
400 W. King Street, Suite 101
Carson City, NV 89703
☎ (775) 684-3125
📠 (775) 687-3226
Email: pilbinfo@pilb.nv.gov

Note:

Please feel free to make copies of this booklet and disseminate as you wish. This booklet can also be accessed on our website under the "Licensing" tab should you desire an electronic version.

Website: <http://pilb.nv.gov/>

Established January 1, 2019

Last Revised January 2, 2020

Grounds for Registered Work Card Revocation NRS 648.156

The Board may revoke the registration of a registered employee if the Board finds, after a hearing conducted (NRS 648.166/NRS 648.170) that the registered employee:

- Failed to disclose any fact, misstated, or otherwise misled the Board with respect to any fact contained in any application for the issuance or renewal of a registration
- Commits, attempts or conspires to commit any act prohibited by this chapter on or after the date on which the Board issues a registration
- Is convicted of, or enters a plea of nolo contendere to a felony or any crime involving moral turpitude or the illegal use/possession of a dangerous weapon

Suspension for Improper use of DMV Information NRS 648.157

Suspension of license of private investigator who obtains/seeks access to certain information from Department of Motor Vehicles for improper purpose

- A private investigator licensed pursuant to this chapter shall not obtain/seek access to information from the DMV for any purpose other than its direct relation to an insurance claim
- If the Board finds that a violation of this section has occurred, the Board shall suspend his/her license

Suspension of License/ Failure to Pay Child Support NRS 648.158

If the Board receives a copy of a court order issued pursuant to NRS 425.540 that provides for the suspension of all professional, occupational and recreational licenses, certificates and permits issued to a person who is the holder of a license or registration issued pursuant to this chapter, the Board shall deem the license or registration issued to that person to be suspended at the end of the 30th day after the date on which the court order was issued to the holder of the license or registration by the district attorney or other public agency pursuant to NRS 425.550 stating that the holder of the license or registration has complied with the subpoena or warrant or has satisfied the arrearage pursuant to NRS 425.560. The Board shall reinstate a license or registration issued pursuant to this chapter that has been suspended by a district court pursuant to NRS 425.540 if the Board receives a letter issued by the district attorney or other public agency pursuant to NRS 425.550 to the person whose license or registration was suspended stating that the person whose license or registration was suspended has complied with the subpoena or warrant or has satisfied the arrearage pursuant to NRS 425.560.

If you have staff employed in Nevada you must maintain employment records at a location in Nevada. Upon request, you must provide the Board any information regarding each registered employee(s). You are also responsible for maintaining an accurate and up-to-date employee roster. You have 3 days to update your employee roster when they begin work, once they are terminated or when their registered work card expires. Our office staff monitor these rosters.

Principal place of business (NRS 648.148)



You must maintain a principal place of business and provide the Board the complete address. A change of address must be provided to the Board within 30 days of the change.

Use of Home as Place of Business (NAC 648.500)

Choosing your official place of business is extremely important. You are not permitted to use your home as a principal place of business if any local ordinance prohibits such activity. If you are choosing a home-based business, check your local city and county ordinances to ensure compliance.

Branch office(s) (NRS 648.149)

You must notify the Board in writing of any new branch office location(s) and must include the address and contact information (e.g., name of branch manager, phone number, email address, etc.). There is an annual fee of \$50.00 per branch office. You must also notify the Board in writing within 10 days when a branch office, closes or changes its location.



Use of License Number (NAC 648.525)

All advertisements, written communication and other related business materials MUST include your new license number. This includes but is not limited to emails, letterhead, websites, business cards, ads, trade booths, brochures, social media accounts and marked vehicles, etc. We strictly enforce this regulation. Violations may result in citations and fines. Please include your new license number on all official correspondence and other media. We recommend the format **NV PILB LIC# _ _ _ _**.

Holding a License in Abeyance (NAC 648.330)

You must place your individual license in abeyance if you become the qualifying agent of a corporation and must refrain from engaging in licensed activities independent of your status as qualifying agent. You

must also place your individual license in abeyance and/or relinquish your qualifying agent status if you become employed as a Peace Officer in any state.

You may voluntarily place your individual and/or company license in abeyance, however it may not exceed 3 consecutive years from the time of the request.

Should you wish to take your license out of abeyance, you must submit the request in writing to include the effective date of reactivation, pay the Board a \$100.00 fee, pay the pro-rated licensing fee for the current year and provide proof of insurance.

Operation of Corporation Without a Qualifying Agent (NAC 648.520, NRS 648.012, NRS 648.013, NRS 648.014, NRS 648.015)

If a corporation loses its qualifying agent, the corporation may continue its operations for no more than 120 days. Within this timeframe, the corporation must submit an application for a new qualifying agent. If the candidate is currently licensed in Nevada, a change of status application must be submitted. If the candidate is not currently licensed in Nevada, a complete licensing application packet must be submitted.

Notification to the Board of All Changes of Address or Other Information (NRS 648.142)

Within 30 days after such change, you must notify the Board in writing of any and all changes of:

- Address, phone number, email address etc.
- Changes in its officers, members or directors (to include effective date of such change)
- Addition of, or change to, fictitious firm name (DBA) that is currently filed with the City or County
- Name under which the licensee does business (e.g., John Smith vs. Smith Corp)

Please note, any changes in licensing status requires the approval of the Board. Therefore, a change of status application must be submitted within a reasonable timeframe (typically within 30 days).



DISCIPLINARY ACTION

The Board may discipline any licensee for any of the following causes:

- Conviction of a felony or any offense involving moral turpitude
- Violation of any of the provisions of NRS Chapter 648
- Any false statement by the licensee that any person is or has been in his or her employ
- Unprofessional conduct of the licensee or any of his/her employees
- False statement/information regarding an application for a license or its renewal or reinstatement
- Any act in the course of the licensee's business that constitutes dishonesty or fraud
- Impersonation or aiding and abetting an employee in the impersonation of a law enforcement official at the local, state or federal level
- Failing to renew license in a timely fashion or other acts constituting the suspension, revocation or denial of an application for license
- Willful failure or refusal to render client services in conjunction with contractual obligations
- Commission of Assault, Battery or Kidnapping
- Knowingly violating of any court order or injunction in the course of business as a licensee
- Any act which is grounds for denial of an application for a license under this chapter
- Willfully aiding and abetting a person in violation of any provision of this chapter
- A Private Investigator licensed pursuant to this chapter shall not obtain or seek access to information from the DMV for any purpose other than its direct relation to an insurance claim. If the Board finds that a violation of this section has occurred, the Board shall suspend his/her license



Initial Firearm Qualification

Once an employee has successfully completed the training class and the Board has received the documentation from the CFI indicating the employee is qualified to carry a firearm on duty, a new Registered "Armed" Work Card will be created and issued to the employee.

Firearm Qualification/Requalification

The initial qualification also establishes the persons re-qualification months. Example: if a person takes the initial class in January, the next re-qualification month will be July. The employee's firearm certificate is valid as long as they re-qualify every six months in their designated qualification months. The firearm certificate is valid for five years, as long the employee meets these requirements.

Requalification months are established in NAC 648.350. These months are displayed 6 months apart, such as "Jan/July". These are printed on the work card and once established will not change. The armed status is an individual credential that is not transferable. In other words, the credential stays with the individual regardless of his/her employment status. If he or she is hired by another licensee, the requalification months do not change. Re-certification, regardless of when taken, will not change the re-qualification months. Following is an example from the NAC:

Initial course month

January or July
February or August
March or September
April or October
May or November
June or December

Designated qualification months

January and July
February and August
March and September
April and October
May and November
June and December



Re-qualification required to work armed

There is no grace period once the firearms certification expires. This will be the last day of the month on your qualification months. As the license holder, you are responsible for ensuring employees are up to date on their qualifications. Once the individual re-qualifies, the CFI will submit the paperwork to the Board. Upon approval of the Board, the certification will be extended.



If the individual does not re-qualify during the months assigned, the Firearms Certification is not valid and the individual cannot carry a firearm while on duty. Once the individual's re-qualification is brought up to date, the certification is extended to the next assigned qualification month regardless of the amount of time left during the qualification period.

LICENSE RENEWAL



Licenses Must Be Renewed Even if the License Holder Does Not Receive Notification From Our Office (NRS 648.120, NRS 648.144, NRS 648.146)

All licenses are valid for 1 year unless they are suspended or revoked. The license cycle is **July 1** through **June 30** of each year. You have the responsibility to renew your license(s) in a timely manner. This requires you to complete the renewal process no later than **June 30** of each year. Failure to renew on time will result in a **\$100 late fee per license** as long as the renewals are paid no later than **July 31**. Failure to renew by **July 31** will result in the license(s) expiring and denial of renewal. License renewal payments may be made online or at either office location with standard credit card options: Visa, MasterCard, Debit, Money Order or Cashier's Check. Our offices do not accept cash as a method of payment.

SETTING UP ONLINE ACCESS

You may set up online access through our website at <http://pilb.nv.gov/> by clicking on the "ONLINE PORTAL". Please print and read the instructions carefully on "How to Create and Account" and "How to Manage Your Roster".



USE OF STATE SEAL PROHIBITED (NRS 235.010)

You may not use the State of Nevada Seal on any badges, patches, credentials, identification cards, correspondence, advertisements, business cards, or any other means of identification used in connection with your business.



UNIFORMS AND VEHICLES (NAC 648.525)

We require pre-approval of all uniforms, logos, badges, patches and marked vehicles associated with your company. All company designs must be approved through an official request.

Requests must be submitted via email to the Licensing Specialist.

The following information must be included in the request:

- Company Name and License Number
- Qualifying Agent or Corporate Officer/Member contact information (name, address, phone number, email address)
- Complete uniform and/or mock up must be include: Full Length photos of front, back, and sides, proposed lettering and location of the lettering and/or logo(s) of your uniform. Please include a description of the colors, as not all colors show up well in a photo (e.g., navy vs. black)
- Up-close color photos of all Patches, Badges, and/or Logos
- If your company uses or will use marked vehicles; all photos, mock ups, logos, lettering and vehicle wraps designs requested must be submitted as well. (License numbers must be placed on each side of the vehicle as well as the back.)

If the required information listed above is not submitted to the Licensing Specialist in a complete package, your request and approval may be delayed.

The Licensing Specialist will review your request for completeness and forward it to the Executive Director for final review and approval.

Lastly, you may not use a uniform, badge, patch the same as, or deceptively similar to those used by other licensee or law enforcement agency, any law enforcement gear and/or any 7-Point Star.



FIREARM AND TRAINING REQUIREMENTS (NRS 648.030)

The Board has provided an enforceable minimum curriculum, which addresses the teaching of carrying, handling and using handguns safely. A Certified Firearm Instructor (CFI) administers the firearms training requirements for all applicants. All registered firearms applicants must take a two-day educational course. This two-day course is divided into eight hours of classroom instruction and five hours of firearms range training.

The individual must be in "Active" status to be eligible to take the firearm course. Once an individual successfully completes the two-day firearms course, the Certified Firearms Instructor (CFI) files the appropriate paperwork with the Board. Upon receiving the certification paperwork, the Board will issue the individual their Firearm Certification.

This certification is good for 5 years, as long as the individual re-qualifies two times a year on their specific re-qualification dates. This requirement to be in armed status is not location or "post" specific. The armed status only allows a person to carry the firearm on the outside of their uniform or jacket. It does not allow anyone to carry a concealed firearm. Staff required to carry a firearm concealed (Executive Protection), must also be in possession of a Concealed Carry Weapons Permit (CCW). HR-218 permits do not allow an individual to carry concealed while employed. These permits are only for an individual to carry concealed for their own personal protection and not in the protection of property or persons.

Firearm Class

The Private Investigators Licensing Board's Firearms course is restricted to Active Licensees and Active Registered Employees. Prior to attending the firearms course, the employee must be added to the Employer's roster. CFI's who allow individuals to attend this course without active status may be brought before the Board for disciplinary violations.

Verification of Employment (VEAS) Document for Armed Security

A Verification of Employment of Armed Security must be provided to the CFI for each person. You must sign the document (VEAS FORM) and confirm the individual's personal information for completeness. The individual must be on your roster to verify authenticity. The employee will take the completed and signed form to a Certified Firearm Instructor for the training. Only original documents will be accepted by CFI's conducting training, no photocopies are allowed.



NOTIFYING THE BOARD WHEN HIRED/TERMINATED (NRS 648.140)

Licensees are required to update their employee online roster within 3 days after employees start working, when you terminate them or when their work card expires. Should the employee break service prior to the 3 days, you must still add them to your roster and then terminate them to create an accurate history of their employment with you.

“ARMED” REGISTERED WORK CARDS

Your employee may not work armed until they have been issued a permanent armed work card.



- You will need to send the employee to the firearms course that is conducted by an instructor certified by the Board.
- Once the employee has qualified, a certification of completion will be submitted to our office by the certified firearm instructor.
- The Board will issue a new armed registered work card to the employee and once the new card is received you may work them in an armed capacity.

PEACE OFFICER STATUS/PUBLIC EMPLOYEE RETIREMENT SYSTEM (PERS)

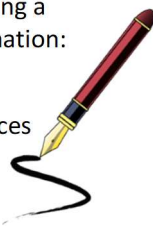
Registration may be denied if the applicant's current occupation may have or is perceived to have an ethical or legal conflict of interest. However, Nevada law permits the Board to grant exemptions for those individuals on a case-by-case basis. The prohibitions of employment are as follows:

- A Peace Officer
- Federal, state, or local law enforcement agency
- A position which contributes to PERS

Exemptions

An exemption may be requested by you, the license holder, by providing a letter to the Executive Director, and must include the following information:

- The Request for must be written on Agency letterhead
- An authorized Manager, Director, Principal or Human Resources designee must sign the Request for Exemption
- The Request for Exemption must include descriptions and/or explanations refuting any potential conflicts of interest
- The Request for Exemption must include a complete list of applicant's current job description(s)



The Board will review the letter and schedule the employer and applicant to appear before the Board. The Board will make the final determination.

WORK CARDS

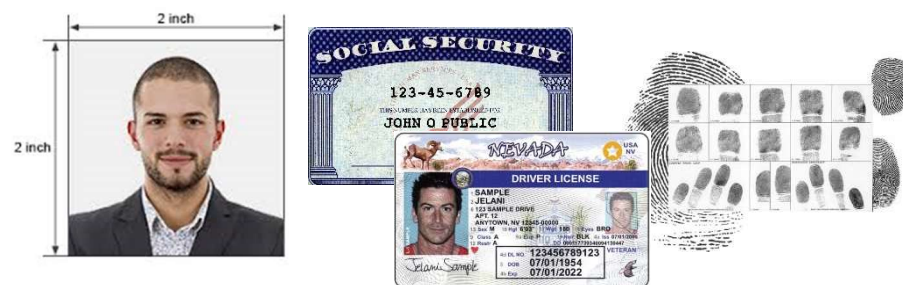
You are responsible for ensuring all of your employees have registered work cards and if applicable, firearm certification. Additionally, you must ensure that your employees' registered work cards are renewed prior to the expiration date. The registered work card is authorized for use statewide and valid for a period of 5 years. After the 5 year registration period expires, a full application packet, including all supporting documents, must be submitted again for renewal.

Work Card Application Requirements:

Applicants must be 18 years of age, a US Citizen or lawfully entitled to remain and work in the United States and possess a valid United States Social Security Card. Please refer to the United States Citizen and Immigration Services Form I-9 available on our website for a complete list of documents required. Proof of identification, employment authorization along with a criminal history background check will determine eligibility for employment pursuant to Nevada Revised Statutes Chapter 648.

All applicants are required to provide:

- Photo (2x2 inch color “passport-sized” photo)
- 2 Authorized forms of identification
- A complete set of fingerprints (Fingerprint Electronic Receipt Form or a Fingerprint Card (FD-258))
- A score of **100%** on the Security Guard Exam. Per Nevada statutes, there is an exam requirement for any registered applicant who will be or is working for a licensed Private Patrolman Operator (PPO).



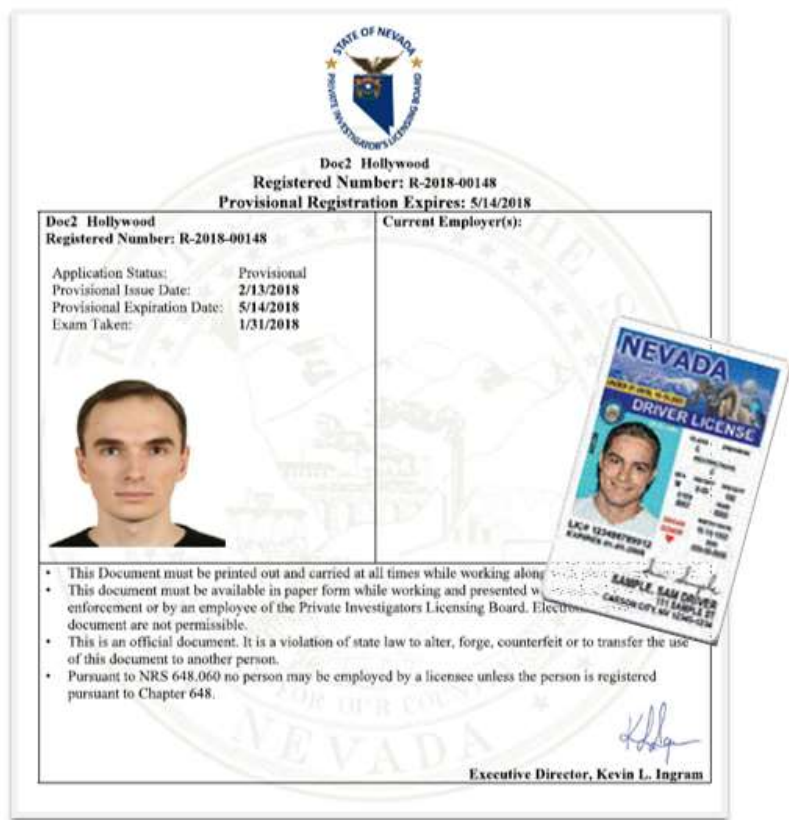
All applicants are required to provide a complete application including the above information **within 30 days** or their application will be withdrawn from processing. An application that is withdrawn from processing will interrupt and delay the applicant from acquiring all necessary credentials for employment and the applicant will not receive a refund.

If an applicant wishes to proceed with processing after this 30 day lapse, they are required to complete a new application, re-submit and pay the original registration fees once again.

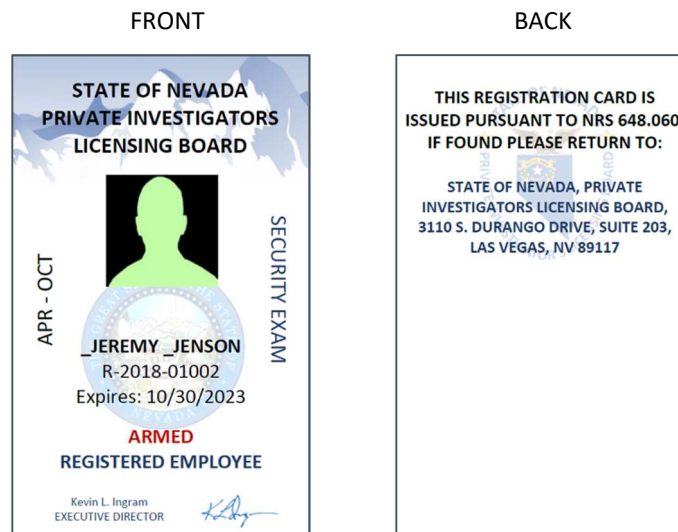
Once an application is processed it may be temporarily approved allowing the employee to begin employment. Initially, the employee is eligible to work and/or receive training and placed into "Provisional Status". The issuance of a provisional registration does not guarantee the issuance of a permanent work card. An applicant placed into provisional status indicates an application has been approved and the permanent work card is contingent upon successful completion of the fingerprint check through the Nevada Criminal History Repository and the Federal Bureau of Investigations (FBI).

Finally, all approved work card holders must have a copy of their provisional registration along with a valid ID or an approved Registered Work Card on their person at all times while in the performance of their duties.

Example of a Provisional Work Card



Example of Registered Work Card



Work Card Denials

An applicant may be denied their work card for several reasons. Applicants may be denied based upon problematic personal conduct or character, moral turpitude or temperate habits. An adverse criminal history and/or failing to disclose or falsifying information on application are also key factors utilized in determining a work card denial. Applicants having felony or dangerous weapon convictions will be denied, however they may request an appeal hearing before the Board. The appeals are scheduled for the next regularly scheduled Board meeting and the Board will decide on upholding the denial or overturning the denial and granting a registered work card.

Processing Timeframes

Once we receive all required documents and application fees, it typically takes approximately 10 calendar days for a work card applicant to be cleared and placed in provisional status. Applicants may choose to expedite their applications to decrease return times, however, these times may vary based on seasonal demands.

There are periods of increased application processing activity. Throughout the year, event schedules and events Statewide increase which also brings an increase in application submissions. During the spring months, an abundance of music festivals occur in the City of Las Vegas and the demand for security professionals increases also.